

Ormiston Academies Trust

## City of Norwich School

### Provider access policy statement (PAL)

*Access for colleges, training providers, universal technical colleges, universities, and all other post-16 providers, including technical, vocational, and academic routes and apprenticeships.*

#### Policy version control

Policy type	Statutory, OAT mandatory template
Author	Rachel McCarthy, National Lead Practitioner for Enrichment
In consultation with	Natasha Rancins, National Director of Secondary Education P. Hartley, Career Leader Development Consultant, CEC (Careers & Enterprise Company) J. Sykes, Director of CEIAG, Co-op Academies V. Flanagan, Enhanced Career Leader, Ormiston NEW Academy F. Compton, Enhanced Career Leader, Ormiston Rivers Academy
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Review	Policies will be reviewed in line with OAT's internal policy schedule and/or updated when new legislation comes into force.
Description of changes	<ul style="list-style-type: none"> <li>▪ Section 1.1 - reworded to include NEET reduction</li> <li>▪ Section 1.3 - reworded to improve to include reference to the Career Leader and guidelines from Department for Education</li> <li>▪ Section 1.4 - new addition to policy to reflect link to other policies</li> <li>▪ Section 1.5 - new addition to policy to include reference to equality and diversity</li> <li>▪ Section 2.2.11 - new addition to policy to include reference to parental engagement</li> <li>▪ Section 4.2 - new addition to policy to include reference to technology checks required to ensure compatibility of systems.</li> </ul>

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## 1. Introduction

- 1.1. City of Norwich School is committed to supporting our students to make informed decisions about their future pathways. We act impartially, in line with our statutory duties, to ensure that we promote a full range of academic routes, technical routes and apprenticeships. We believe that it is vital to ensure that all pupils are aware of the benefits of apprenticeships, T levels and other approved technical qualifications and can consider them, alongside academic options, when making decisions about their next steps, aiming to reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment, or training).
- 1.2. This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997, the legal duty known as the 'Baker Clause', 2018 and the Skills and Post-16 Education Act 2022.
- 1.3. The quality and impact of careers provision at City of Norwich School is monitored by the Career Leader, our Senior Leadership Team, the National Lead Practitioner Enrichment Careers and OAT, based on current good practice guidelines by the Department for Education. Access and opportunity to engage with technical, vocational, and training providers will form part of this process.
- 1.4. Links with other policies. This policy supports and is underpinned by key school policies, including those for Careers, Child protection, Equality and diversity, and SEND.
- 1.5. Equality and Diversity. Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. City of Norwich School is committed to encouraging all students to make decisions about their future based on impartial guidance.

## 2. Pupil entitlement

### 2.1. Meaningful provider encounters

1. One encounter is defined as one meeting/sessions between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the Making it meaningful checklist. [Making it Meaningful: Benchmark 7 | CEC Resource Directory \(careersandenterprise.co.uk\)](#)
2. As part of our careers programme, we will consider requests from approved training, apprenticeship, technical and vocational educational providers, including University Technical Colleges where appropriate, to speak to our students. City of Norwich School will also approach these providers directly when planning and organising key career related events throughout the school year, such as school assemblies, webinars within the curriculum, including live events, careers management events and parents' evenings.

## 2.2. Pupil entitlement

1. The Baker Clause is legally enforceable, and our academy is committed to meeting its requirements. All pupils in years 8 to 13 are entitled:
  - To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
  - To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events
  - To understand how to make applications for the full range of academic and technical courses

### 2.2.2. Minimum frequency and key stage

- 2.2.3. *All pupils are entitled access to post-16 providers on a **minimum of two occasions** during each of the first, second and third key phases of their education.*
- 2.2.4. *In line with the updated Provider Access Legislation, **from January 2023**, all schools must provide a **minimum of six encounters** for all students with post 16 providers, as above. This is broken down into key phases.*
- 2.2.5. We define the phases as:
  - **First key phase:** the period beginning at the same time as the school year in which the majority of pupils in the pupils' class attain the age of 13 and ending with 28 February in the following school year (Year 8 and between 1 September and 28 February during Year 9)
  - **Second key phase:** the period beginning at the same time as the school year in which the majority of pupils in the pupils' class attain the age of 15 and ending with 28 February in the following school year (Year 10 and between 1 September and 28 February during Year 11) and
  - **Third key phase:** the period beginning at the same time as the school year in which the majority of pupils in the pupils' class attain the age of 17 and ending with 28 February in the following school year (Year 12 and between 1 September and 28 February during Year 13)
- 2.2.6. *For pupils of compulsory school age these encounters are **mandatory** for all to attend and there will be a minimum of two encounters for **year 8 to 9** pupils and two encounters for **year 10 to 11** pupils. For pupils in **year 12 to 13**, particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.*

2.2.7. *Content of the provider encounters*

2.2.8. We ensure that each registered pupil meets with a representative range of education and training providers to whom access is given and that the providers will provide the following set of prescribed information, as a minimum:

- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers;
- Information about the careers to which those technical education qualifications or apprenticeships might lead;
- A description of what the learning or training with the provider is like; (including the opportunity to meet staff and students from the provider) and
- Responses to questions from the pupils (including our most vulnerable and those with additional learning needs) about the provider or technical education qualifications and apprenticeships.

2.2.9. Where practical, our registered students will have access to a university technical college

2.2.10. City of Norwich School defines an encounter as at least 1 hour during the academic day.

2.2.11. Parental involvement is encouraged, and parents may be invited to attend events to meet with providers.

### 3. Management of provider access requests

#### 3.1 Procedure

3.1.1 A provider wishing to request access should contact Natalie Pentney, Careers Leader. All requests made by providers should be emailed at least 6 weeks in advance of the expected date of the session.

Telephone: 01603 274000      Email: [n.pentney@cns-school.org](mailto:n.pentney@cns-school.org)

3.1.2 The academy will then work with providers to identify the most effective opportunity for them to share information about education and training opportunities. The Careers Leader will prepare for each provider visit by notifying students and their parents to consult the provider website for background information, including details of the courses and qualifications that the provider offers and their Ofsted grade.

3.1.3 Please complete this table and copy into an email to the Careers Leader (or create a link to a document)

<b>Name of the provider requesting access &amp; details of provision</b>	<i>e.g., Lakeside College, Further Education College, and Apprenticeship provider for 16–18-year-old students</i>
<b>Contact name at Provider and contact details</b>	Name and Job title: Email address:

	Telephone number
<b>Proposed date, time, and length of session</b>	
<b>Number of staff who propose to visit</b>	All visitors will be subject to our safeguarding policy. A DBS check will not be required.
<b>Aims and objectives of session including year group</b>	<i>e.g., Year 10 assembly Post 16 Options including entry requirements, courses available, labour market information &amp; sectors relating to courses, positive destinations on completion of courses.</i>
<b>Please demonstrate which Gatsby Benchmarks relate to the session and how</b> (link to information re Gatsby Benchmarks <a href="#">Good Career Guidance   Education   Gatsby</a> )	<i>e.g.,</i> <b>BM1</b> After reading Careers Programme support to further enhance this  <b>BM4</b> linking GCSE subjects to career related learning and future progression routes <b>BM7</b> Provide a meaningful encounter of further education
<b>Proposed format, timings and duration of the session including facilities and equipment required</b>	<i>e.g., One hour assembly, theatre, or main hall to accommodate year group. PowerPoint presentation including videos. Questions and answers session for students. Literature to be taken away following assembly.</i>
<b>Support required from City of Norwich School, including staffing</b>	To enable the academy to provide appropriate supervision.

## 3.2 Opportunities for access

- 3.2.1 A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents. The academy will make provider visits available to all students in the relevant year group.
- 3.2.2 The Careers Leader will ensure that the level of access will be for a 'reasonable period of time during the standard school day.' The Academy Day runs from 8.35am until 3.05pm.
- 3.2.3 The academy offers a comprehensive careers education programme. The academy is committed to working with other providers to ensure our pupils can make informed decisions about future choices. Where possible, we like to align visits with our programmed calendar of CEIAG (see below). Please speak to our named Careers Leader to identify the most suitable opportunity for you.

3.2.4 Once your request has been submitted, the Academy Careers Leader will respond to you within 10 working days. All requests will be given due consideration by the designated Careers Leader and Senior Leadership Team.

3.2.5 Once the request has been granted, we will ask you for a range of information to share with our pupils and parents before the session. This may include a prospectus, letter, or presentation.

3.2.6 This should include:

- Details of the opportunities you offer including technical education, courses, and entry requirements.
- What is the learning like in your institution?
- How do you prepare students for their best next step on successful completion of your course/training?
- Provide examples of linking courses with careers relating to the labour market and recent positive destinations of pupils who have completed their learning with you.

3.2.7 Requests will be considered against:

- Clashes with other planned activities or visits
- Interruption to preparation for public or internal examinations
- Availability of school staff, space, and resources to host the session
- All requests will also be considered in line with the academy's Safeguarding policy. For questions on this policy statement or the wider careers programme at name of academy please do not hesitate to contact us.
- Name of academy will keep a log of all provider requests for access and the outcomes and record on Compass+ to support delivery and evaluation of the careers programme.

	Autumn Term	Spring Term	Summer Term
Year 8	Careers Fair for students & parents – market stall event giving an overview of local, regional and national opportunities and skills requirement. Assemblies & tutor group opportunities Lunchtime careers/pathways talks	Assembly & tutor group opportunities Lunchtime careers/pathways talks Careers focus week	Assembly and tutor group opportunities Lunchtime careers/pathways talks Group activities with careers adviser



	Autumn Term	Spring Term	Summer Term
Year 9	Assemblies & tutor group opportunities Careers Fair for students & parents – market stall event giving an overview of local, regional and national opportunities and skills requirement. Lunchtime careers/pathways talks	KS4 preferences event KS4 preferences assemblies Small group session – employability Skills Assembly & tutor group opportunities Lunchtime careers/pathways talks Careers focus week	Collapsed timetable day Group activities with careers adviser Assembly and tutor group
Year 10	Work Experience preparation sessions. Assemblies and tutor time. Work Experience parents evening Careers Fair for students & parents – market stall event giving an overview of local, regional and national opportunities and skills requirement. Assembly & tutor group opportunities	Meeting with careers adviser Assembly & tutor group opportunities Lunchtime careers/pathways talks Vitis to regional skills & careers fair Careers Focus Week	Meeting with careers adviser Assembly & tutor group opportunities Lunchtime careers/pathways talks
Year 11	Careers Fair for students & parents – market stall event giving an overview of local, regional and national opportunities and skills requirement. Post 16 applications  Lunchtime application support Assembly & tutor group opportunities Collapsed timetable day	Post 16 interviews Meeting with careers adviser Assembly & tutor group opportunities Lunchtime careers/pathways talks  Vitis to regional skills & careers fair Careers Focus Week	Confirmation of post 16 education destinations for all students Meeting with careers adviser Assembly & tutor group opportunities  Lunchtime careers/pathways talks
Year 12	Careers Fair for students & parents – market stall event giving an overview of local, regional and national opportunities and skills requirement. Post 18 pathways assemblies and tutor group activities including higher education,	Post 18 pathways assemblies and tutor group activities including higher education, higher & degree apprenticeships & jobs. Meeting with careers adviser	Post 18 pathways assemblies and tutor group activities including higher education, higher & degree apprenticeships & jobs. Meeting with careers adviser UCAS Fair visit – HE providers

	Autumn Term	Spring Term	Summer Term
	higher & degree apprenticeships & jobs. Meeting with careers adviser		Sixth form careers month workshops & talks
Year 13	Careers Fair for students & parents – market stall event giving an overview of local, regional and national opportunities and skills requirement. Post 18 pathways assemblies and tutor group activities including higher education, higher & degree apprenticeships & job  Workshops – HE and apprenticeship applications Meeting with careers adviser	Meeting with careers adviser Post 18 pathways assemblies and tutor group activities including higher education, higher & degree apprenticeships & jobs. Workshops – HE and apprenticeship applications	

3.2.8 The academy policies on safeguarding and visitors sets out the school’s approach to allowing providers into school as visitors to talk to our students. These can be found on the school website.

3.2.9 In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- City College Norwich
- Norfolk Constabulary
- Pathways to Work - Apprenticeships

### 3.3 Previous pupil destinations

3.3.1 Last year our Year 11 pupils moved to a range of providers in the local area after school:

- City of Norwich Sixth Form
- City College Norwich

- Access Creative College
- Easton College

3.3.2 Last year our Year 13 pupils moved to a range of providers after school:

- University
- Higher & degree Level Apprenticeships
- Full Time Employment

## 4 Premises and facilities

4.1 The school will make the auditorium, sports hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available projectors and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leaders or a member of the academy team.

4.2 Meaningful online engagement is also an option, and we are open to providers that are able to provide online engagement with our pupils. Technology checks in advance will be required to ensure compatibility of systems.

4.3 Providers are welcome to leave or send a copy of their prospectus or other relevant course literature to the academy Careers Leader, who will ensure that this is placed in the appropriate careers area of the academy. This area is available to all students at break and lunch time and after school.

4.4 If a provider wishes to raise a complaint with regards to provider access, this should in the first instance be directed to:

Name:	Mrs J Shaw	Role: PA to Headteacher & Clerk to Governors
Telephone:	01603 274000	Email: <a href="mailto:j.shaw@cns-school.org">j.shaw@cns-school.org</a>